

Announcement of Recruitment FOR SHORT-TERM STAFF POSITIONS *Peace Corps – Azerbaijan*

Work site:

- in Baku-till late September;
- in a distant area (near Baku, Khirdalan or Sumgayit)-from late September till mid-December)

The Peace Corps is a governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for fifty years in more than 135 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people. Peace Corps will welcome a group of 48 new volunteer "trainees" to Azerbaijan in September 2011 for a three-month training period, and is currently recruiting temporary staff to support the trainees during this period.

Youth Development (YD) Program Assistant ***Start Date: August 2011; End Date: December 2011***

Position Summary: The YD Technical Assistant supports the YD Program Manager in the programmatic and logistical elements of technical training delivery. Responsibilities include: serving as point-of-contact for YD Program Manager at the training site; assisting YD Program Manager and Pre Service Training (PST) Director with the design of training content and sessions; identifying resource people and coordinating their participation as directed by YD Program Manager and PST Director; facilitating training sessions; coordination/negotiation with practicum sites; and assisting YD Program Manager with the implementation and evaluation of training.

Minimum Qualifications:

- University graduate
- Background in youth development is preferred
- Excellent command of written and spoken Azeri and English
- Training experience with Americans or in a cross-cultural setting
- Demonstrated facilitation and training skills
- Experience in mentoring
- Excellent cross-cultural and communication skills
- Analytical, organizational, communication skills, excellent attention to detail
- Demonstrated flexibility and ability to work within strict timeframes
- Good interpersonal skills, ability to relate to people of diverse backgrounds, and to communicate effectively with Peace Corps Trainees and Pre-Service Training staff
- Willingness to live and work in distant area (near Baku, Khirdalan, Sumgayit) for duration of Pre-Service Training.

Application Process

Qualified persons should submit completed application to the Peace Corps office: 2c Hasan Aliyev Street, Baku, Azerbaijan, or via Email: AzJobs@az.peacecorps.gov or Fax: (99412) 596 17 24 Submit the following:

- 1) **Completed application form** (You may obtain an application form from www.azerweb.com, or obtain one at the Peace Corps office at 2c Hasan Aliyev Street, Baku, Azerbaijan)
- 2) **CV or Resume**
- 3) **A detailed written description of how you meet the position's qualifications**

Only short listed candidates will be contacted

Application deadline is June 25, 2011